



# **A TREE PLANTING PARTNERSHIP**

*to grow our urban forest*

## **PROGRAM GOALS**

- Develop and maintain our community forest by partnering with the citizens of Springfield to plant trees on **City right-of-ways**.
- Create community pride and more livable neighborhoods.
- Promote the importance of trees in urban areas.
- Encourage sustainability so current and future generations may reap the benefits of a healthy community forest.

In Partnership with:



## **ELIGIBLE APPLICANTS**

Neighborhood Organizations  
Multi-family Residential  
Businesses  
Non-profit Organizations  
Public Schools

June 2, 2014



## **PROGRAM GUIDELINES**

- All trees will be planted on **City right-of-way** and in compliance with [City Code](#).
- A [City Tree Permit](#) will act as means of communication and as a form of commitment by permit applicant and the City.
- The [Tree Species Selection List](#) changes annually, refer to the correct list for this years selections.
- The average number of trees per project is 20-30; consideration will be given to applicants with fewer or more trees depending on available resources.
- NeighborWoods is a competitive program and entries will compete for available funds using established criteria.
- Completed projects will be subject to follow up inspections for 3-5 years. Future funding may be denied if projects are poorly maintained.
- Planted trees will be 1-2" caliper in size for deciduous trees (5-8'tall) and 4-6'in height for evergreen trees.
- The City will handle the acquisition and acceptance of the trees. After trees are planted, inspection and approval of the planting will be made by the NeighborWoods Coordinator.

## **IMPORTANT DATES**

<b><u>FALL PLANTING</u></b>	<b><u>SPRING PLANTING</u></b>
<b>February/March</b> – Consult the NeighborWoods Coordinator regarding interest in a project at NeighborWoods@springfieldmo.gov	<b>June/July</b> – Consult the NeighborWoods Coordinator regarding interest in a project at NeighborWoods@springfieldmo.gov
<b>April/May/June</b> – Complete questionnaire and begin planting plan/tree permit acquisition.	<b>August/September/October</b> – Complete questionnaire and begin planting plan/tree permit acquisition.
<b>July 1st</b> – Project proposals due in entirety.	<b>November 1st</b> – Project proposals due in entirety.
<b>Last week of July</b> – Applicant notified of project approval.	<b>Last week of November</b> – Applicant notified of project approval.
<b>August/September</b> – Planting site inspection by the NeighborWoods Coordinator.	<b>December/January</b> – Planting site inspection by the NeighborWoods Coordinator.
<b>November/December</b> – Trees are planted.	<b>March/April</b> – Trees are planted.



## **APPLICATION REQUIREMENTS**

### **1. Questionnaire**

- The [Questionnaire](#) may be completed online or as a hard copy.
- Questions should be answered to the best of applicant's ability.

### **2. Tree Species Selection List**

- Choose the appropriate size tree for the planting space according to the [Tree Species Selection List](#) (understory vs. overstory).
- Indicate your tree species preferences on the Tree Permit form.

### **3. Planting Plan/Map**

- All projects must include a planting plan of entire project area with physical addresses, tree locations, species identification, and 'North' arrow.
- By request, the City will provide a base map. Two weeks notice is required.

### **4. Tree Permits**

- [Tree Permits](#) can be completed and mailed as a hard copy or scanned and submitted electronically.
- One tree permit must be completed for every property. The permit must be signed by the property owner assuming responsibility for tree care maintenance.
- Proposed planting sites must follow [City Code Sec. 114-57](#).
- Planting site inspections by the NeighborWoods Coordinator will be completed after tree permits are submitted. Locations are subject to change due to utility locates or other circumstances.

### **5. Commitment to Tree Care Maintenance Schedule**

- Tree care maintenance consists of watering, mulching, and weed control for the newly established tree. Any additional maintenance should be brought to the attention of the City of Springfield NeighborWoods Coordinator.
- Applicant must follow the [Tree Care Maintenance Schedule](#).
- Additional tree care maintenance resources are available on the City website in the form of video and document links.

#### **MAIL COMPLETE APPLICATIONS TO:**

City of Springfield Urban Forestry Program Attn: NeighborWoods Coordinator  
1010 W. Chestnut Street Springfield, MO 65802

**QUESTIONS:** 417-874-2154 or [NeighborWoods@springfieldmo.gov](mailto:NeighborWoods@springfieldmo.gov)



## QUESTIONNAIRE

General location of the project in relation to the City of Springfield:

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Project contact person:

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

Email: \_\_\_\_\_

What is the proposed number of trees to be planted?

What are the goals and/or intended results of your NeighborWoods project?

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Describe how your NeighborWoods project will benefit your community.

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Are all participants willing to commit with a signature that they accept the responsibility to maintain the tree ( s ) for the agreed upon establishment period?

YES - 3 YR PERIOD

YES- 5 YR PERIOD

NO

How did you hear about the NeighborWoods Program?

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## TREE CARE MAINTENANCE SCHEDULE

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Water	*	*	*	**	**	**	**	**	**	*	*	*
Mulch			*	*					*	*		
Weed Control			*	*	**	**	**	**	**	*		
Inspect	*	*	*	*	*	*	*	*	*	*	*	*

\* normal maintenance      \*\* increased maintenance

### Watering

- Ninety – nine percent of water taken up by tree roots evaporates from the leaves.
- Water trees 10 gallons per trunk diameter inch (measured at 6 inches above ground) per week unless rainfall has been sufficient or equivalent to one inch.
- Water should be applied at a rate of about a gallon per minute to reduce runoff.
- To test the effectiveness of watering, Dig a hole about 6 to 8 inches deep on the outside edge of the mulch ring. If soil sticks together and forms a ball or ribbon, soil moisture is probably adequate for established trees. If dry additional water is necessary.
- Water stress in trees can be caused by lack of water or excessive watering. Symptoms include leaf drop and drying/browning of the foliage especially at leaf edges.

### Mulching

- Apply mulch to tree beds to achieve a six foot diameter circle that is three inches deep.
- Do not place mulch against the trunk of the tree, leave about a fist width between the trunk and the start of the mulch ring. The mulch ring should resemble a donut shape with the tree in the center.
- A mulch layer will help to conserve soil moisture around the tree roots.

### Weed Control

- Weeds should be removed from the mulched area around the tree.
- Excessive weeds compete with the tree for available water.
- Weeds should be removed by hand.
- Herbicides are **NOT** to be used for weed control on newly planted trees.

### Inspections

- Inspect trees regularly for insects, disease, physical and environmental damage.
- Refer to the document links for help with common tree insects and disease.
- If any of the above problems are present contact the NeighborWoods Coordinator.

◆ For additional help with tree care maintenance see the instructional videos and documents.

June 2, 2014



## TREE SPECIES SELECTION LIST

Fall 2014/Spring 2015

### OVERSTORY TREES: Minimum 10' right-of-way width.

\* Typically reach a diameter in excess of 15 inches and a height in excess of 40 feet at maturity.

Exclamation! <sup>TM</sup> London Planetree	<i>Platanus orientalis x occidentalis</i>
Crimson Spire <sup>TM</sup> Oak	<i>Quercus alba x Q. robur</i>
Silver Linden	<i>Tilia tomentosa</i> 'Sterling'
American Elm	<i>Ulmus americana</i> 'Princeton'
Red Horsechestnut	<i>Aesculus x carnea</i> 'Briotii'
Katsuratree	<i>Cercidiphyllum japonicum</i>
Skyline <sup>TM</sup> Thornless Common Honeylocust	<i>Gleditsia triacanthos f. inermis</i>

### UNDERSTORY TREES: Minimum 6' right-of-way width.

\*Typically reach a diameter less than or equal to 15 inches and a height of less than or equal to 30 feet at maturity.

Sweet Bay Magnolia	<i>Magnolia virginiana</i> L.
Flowering Crabapple	<i>Malus</i> 'Snowdrift'
Hedge Maple	<i>Acer campestre</i>
Apple Serviceberry	<i>Amelanchier x grandiflora</i> 'Princess Diana'
American Hornbeam	<i>Carpinus caroliniana</i>
Japanese Tree Lilac	<i>Syringa reticulata</i> 'Ivory Silk'
Common Smoketree	<i>Cotinus coggyria x Cotinus obovatus</i> 'Grace'

- Species list is subject to change based on availability from suppliers.
- Species list changes annually to increase diversity of our urban forest.

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